



# FULL FARE PROCESS REFERENCE

CHAPTER: 3.00 - Pre-Disposition
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SUBJECT: Pre-Disposition Reminder Notices
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REFERENCE #: 3.04
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EFFECTIVE DATE: 07/01/05
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## REMINDER NOTICES

The following statements apply to Reminder Notices:

- No reminder notice will be sent if all charges have been disposed prior to the scheduled time for mailing the notice (i.e. case transferred immediately after filing)
- The return address on the envelope will be for ACS so that undeliverable mail will be returned to ACS for skip-tracing. Returned reminder notices will not be remailed after skip-tracing
- One reminder notice will be generated for each separate citation. If there are multiple citations within a case, ACS will mail all the reminder notices for a case in one envelope
- Reminder Notices will be sent on court letterhead and therefore must be shown on the court docket (Register of Actions) for the case
- Each notice will have a unique 12 digit Notice Number that can be used to access the Web site or IVR for payment; the Notice Number will be structured such that the first two (2) digits represent the Notice Type, the next five (5) digits represent the Julian Date of the Notice and the last five (5) digits represent the sequential number of the notice within Notice Type and Julian Date
- Each notice will have the Notice Type and the version date of that type both within the body of the notice and on the stub for ease of reference when talking to the defendant. Courts will have samples of each version of each Notice Type as documentation for their personnel
- The notice will display up to five charges plus a line for payable court fees. Where there are more than five charges on a case, only the first five charges will display and there will be an indicator that there are more charges on the case (i.e., long form complaint)
- A return window envelope will be included with notices on which a payment can be mailed. The notice stubs for payment are formatted such that the court's mailing address for payment will show through the window
- The stub for payment will include a bar-coded Case Number. The bar code will be standard Code 39
- The reverse side of the notice will contain the majority of text information in Spanish
- The payment date/time shown on the reminder notices will be 5:00 p.m. on the appearance date even though the effective ACS system end-of-day will be midnight Arizona time
- An updated reminder notice will not be mailed if there is a change in Appearance Date following mailing of the initial reminder notice



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- An updated reminder notice will be mailed if a citation or charge is added to the case, if there are five or more days remaining until the appearance date

Four types of Reminder Notices are available and the type of notice generated will be based on the criteria established in the table below in the sequence shown. Sample notices are contained in Appendix A.

NOTICE TYPE	NOTICE STREAM	WORKING TITLE	CRITERIA
JUSTIS will determine the Notice Stream for the Reminder Notice and send this information to ACS. The criteria will be applied in the sequence shown.			
06	2	Reminder - Must Appear	All charges on the citation (or complaint for long form complaints) have a Mandatory Appearance Flag = Y
07	1	Reminder - Civil	1) None of the charges on the citation have a Photo Enforcement Flag = Y <b>and</b> 2) All charges on the citation have a Charge Case Type = TR1, TR5, NC1 or NC2 <b>and</b> 3) None of the charges have a Mandatory Appearance Flag = Y, <b>and</b> 4) All charges have a monetary amount that can be paid without appearance
09	6	Reminder - Photo	All charges on the citation have a Photo Enforcement Flag = Y
08	3	Reminder - Blend	All pre-disposition citations (or complaint for long form complaints) that do not meet the criteria for Notice Streams 1, 2 or 6 above.



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## RELATED REFERENCES:

- 3.01 Pre-Disposition Purpose and Processing Overview
- 3.03 Pre-Disposition New Case Data
- 6.01 Data Elements for FARE
- 6.02 Data Update Requirements
- 6.06 Pay-by-Web
- 6.07 Pay-by-Phone
- Appendix A Notice Formats
- Appendix B Web Site Layouts
- Appendix C IVR Script

## ADDITIONAL REFERENCES:

- FARE Web site  
<http://www.supreme.state.az.us/fare>